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20 AUG 1969

MEMORANDUM FOR: Chief, Physical Security Division

SUBJECT : Safety Staff Significant Accomplishments -  
Fiscal Year 1969

1. The following reflects the more significant accomplishments of the Safety Staff for FY-69:

a. Conducted briefings and orientation for approximately 350 Headquarters Building personnel assigned to the Emergency Evacuation Organization. Corridors, stairways and exit wardens were instructed on their responsibilities should evacuation of the Headquarters Building become necessary. Prior to these briefings, the Senior Emergency Officer representing the DD/P, DD/I, DD/S&T, DD/S and O/DCI were requested to revise and update the assignees.

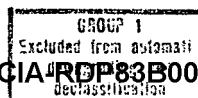
b. Conducted fire drills in the Headquarters, Printing Services, Magazine, Ames, and Key Buildings.

c. During the reporting period the Safety Staff conducted briefings and tours for the local fire departments who respond to fire emergencies at the Headquarters Building complex. In line with this, arrangements were made with the McLean Volunteer Fire Department to provide coverage for 17 helicopter landings at the Headquarters Building helistop.

d. In the furtherance of the Agency Safety Program, several meetings were held to discuss the revision of the Agency's Safety Manuals, both Headquarters and field. Presently, four chapters dealing with specific safety topics have been revised and submitted to the Executive Staff for editing.

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e. The Safety Staff continued to attend monthly and special meetings of the Federal Safety Council, Federal Fire Council, and the Advisory Board of the Federal Safety Council. Attendance at such meetings is important to keep abreast of policy changes in safety as it affects the Federal Government.

f. Representatives of the Safety Staff attended several meetings of the CIA Safety Committee and the FE Ordnance Safety Committee. The Agency committee was established to assist the Director of Security in his conduct of the overall Agency Safety Program. The FE Ordnance Safety Committee

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g. The Safety Staff, by Executive Directive, completed a comprehensive report on the Agency Safety Program. This report was forwarded to the President. In addition, four quarterly reports reflecting the Agency's frequency rate were prepared and forwarded to the Secretary of Labor. In the preparation of these reports, 764 accident reports were reviewed and analyzed resulting in a statistical tabulation showing various breakdowns of injuries causes and other statistics pertinent to the overall safety program. The estimated total cost for injuries, fires, and motor vehicle accidents is estimated to be in excess of \$2,000,000 for Calendar Year 1968.

h. Personnel of the 67th Ordnance Detachment, Fort Lesley J. McNair, were escorted on three tours of the Headquarters Building and grounds. The purpose of such tours is to familiarize these individuals with Building interior, terrain, etc., so that appropriate action can be taken in the event a suspect package or explosive device is discovered. In line with this, SOP's were prepared by both the 67th Ordnance Detachment and the Safety Staff. As a further protective measure, approximately 175 Security Officers attended a briefing given by the Commanding Officer, 67th Ordnance Detachment, on safety procedures to be followed upon discovery of a suspect package.

i. The Safety Staff continued to investigate the more serious accidents and fires in the Headquarters area. Formal reports were prepared with appropriate recommendations on approximately 12 such incidents.

j. The fire alarm systems in the RI/Walnut area, Printing Services Building, Ames Center, and the [ ] were tested. Four acceptance tests have been conducted in the [ ] Building; however, the results of all tests proved the system unacceptable due to specific deficiencies.

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k. Approximately [ ] safety pamphlets, booklets, etc., were distributed around the Headquarters area [ ] facilities as an aid in reducing both on and off job injuries.

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l. The Staff continued to provide training to selected security officers and other personnel being assigned PCS overseas in various types of tear gas devices; gas masks and oxygen breathing equipment; resuscitation; preparation, containment and extinguishment of molotov cocktails; and other forms of safety and fire fighting.

m. Continued review of plans and specifications of major construction and remodeling of buildings to ensure adherence to all applicable fire and safety codes.

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*/s/* CIA Safety Officer